

RECORDS RETENTION SCHEDULE

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION CALIFORNIA PUBLIC UTILITIES COMMISSION		(2) AGENCY BILLING CODE 59000		(3) PAGE 1 OF 3 PAGES	
(4) DIVISION/ BRANCH/ SECTION IMSD – ADMINISTRATION/BUDGET		(5) ADDRESS 505 VAN NESS AVENUE, SAN FRANCISCO, CA 94102			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER	(10) SCHEDULE DATE 12/29/07	(11) NUMBER OF PAGES 1	(12) CUBIC FEET (Total Schedule) 11
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER IMSD-01	(14) APPROVAL NUMBER 99-171	(15) APPROVAL DATE (S) 10/12/99 07/28/1999	(16) PAGE NUMBER(S) REVISED – 1
(17) MISSION/FUNCTIONAL STATEMENT: UNIT PROVIDES SERVICES AND INFORMATION TO THE PUBLIC AS WELL AS ADMINISTRATIVE SUPPORT					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Ken R. Munham</i>		(19) TITLE FISCAL OFFICER		(20) PHONE NUMBER 415-703-2306	(21) DATE SIGNED 12/28/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE - RECORDS MGMT. ANALYST <i>Dany R. Munham</i>		(23) CLASSIFICATION ISO II Supervisor	(24) NAME (Printed or Typed) Dany R. Munham	(25) PHONE NUMBER (415) 703-1860	(26) DATE SIGNED 12/31/2007
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT <i>Janis C. Sanchez</i>		(28) APPROVAL NUMBER 08-025		(29) DATE SIGNED 1/29/2008	(30) EXPIRATION DATE 1/29/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)					
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey, Archivist</i>			(34) DATE SIGNED Feb. 15, 2008		



1	8	NOTIFY ARCHIVES	ADMINISTRATIVE RECORDS – Correspondence, Administrative Memos (organizational activities, General information)	P		Active+4			Active+4		Files are destroyed after new revision (s) are effective
2	2		Budget Records	P		Active+1			Active+1		Until suspended
3	1		Records Management	P		Current			Current		Current until suspended
<p>TOTAL: 11 cu. ft.</p>											

08-025

EM	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

4	1		<u>Records Management</u>	P		Current			Current		Retain as current until next inventory, or when no longer needed for reference or analysis, whichever is later.
			STD Form 70, Records Inventory Worksheet								
5	1		STD Form 73, Records Retention Schedule	P		Current			Current		Retain as current until revised. NOTE: Although revision is required every five years from date approved by CalRIM, records retention schedules that are not revised remain in effect but are considered non-current.
			<u>Electronic Mail</u>								
6			A. E-mail that are categorized as official records are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter contained within the new e-message. If there is no entry that resembles or matches the subject matter of the e-message, the "record" should be added to the schedule as a separate series (separate item number).	M		*	*	*	*		*E-mail communications that have "official records status" are subject to department records retention schedule and must be retained for the same period of time as the records series that most closely matches the subject matter of the e-communication in question.
			B. Transitory e-Mail consists of electronic messages that are created primarily for the communication of informal information as opposed to the perpetuation or formalization of knowledge.								
				M		90 days			90 days		Destroy transitory e-communications when they have served their purpose.